

6 December 1961

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MEMORANDUM FOR : [REDACTED]

SUBJECT : Report of Cable Secretariat Operations
from 1-30 November 1961

1. Cables Processed

- a. The Cable Secretariat reproduced and disseminated 15,610 IN cables, 5,845 OUT cables, 1,126 TD's and 934 miscellaneous items for a total of 23,515 work items during November 1961. This represents an increase of 3,715 items or 19% more than the monthly average of 19,800 work items established in 1960.
- b. Cables increased 3,675 or 20% over the 1960 monthly average of 17,780 cables. The November 1961 total is 2,624 or 11% less cables than October 1961 and 2,223 or 12% more cables than November 1960.
- c. TD's decreased 39 or 3% under the 1960 monthly average of 1,165 TD's.
- d. We processed an average of 941 cables Monday through Friday, 497 on Saturday and 204 on Sunday.
- e. 1,115 cables or 5% of all cables processed were furnished to the Director as compared to 1,949 or 8.5% for October 1961.
- f. Non-CIA cables totaled 15,069, an increase of 2,069 or 16% over the 13,000 monthly average for 1960. The November 1961 total is 1,425 or 9% less than October 1961.
- g. The combined work units of CIA and Non-CIA Cable Secretariat including miscellaneous and service requests totaled 39,380 items.

2. Personnel

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- a. We are still two persons short of our T/O of [REDACTED] persons. However, next month we will lose two more people; a Clerk Typist transferring to OSI and a Mail and File Clerk to RI. The Office of Personnel is aware of our shortages and they are working toward bringing us up to full strength. Our biggest problem is getting clericals for the night shifts.

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2. b. We have started a midnight shift for the processing of non-CIA cables in order to expedite them.

3. General

a. On 29 November we began to prepare and furnish to the Director, D/DCI, DDP and COP books of cables together with summary pages of the tabbed contents. Similar books of non-CIA cables are prepared and furnished to these same officials and also to Mr. Amory. The books are delivered at 0800, 1300 and 1600 each week day; at 0800 and 1300 on Saturday; and at 0900 on Sunday.

b. On 27 November I proposed in a memo to Mr. Paul Borel, AD/CR, that OCR assume responsibility for processing State Airgrams (non-electrical messages) on the basis that our mission provides for our processing messages sent by electrical means as distinguished from correspondence sent by dispatch or pouch. The details of this proposal are still under discussion and expected to be resolved shortly.

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c. On 17 November 10 year certificates were presented to 18 of our personnel. Mr. Dulles personally presented certificates to [REDACTED]

[REDACTED] were duly presented by me together with the kind words of the Director as to the fine job being done by Cable Secretariat personnel as a group.

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Cable Secretary